

Section	Procedure Number
Transportation Procedures	RCJTC AP.01.08
Procedure Title	
Temporary Seat Procedure	
Date	Revised
December 20, 2013	March 7, 2016

The Consortium members recognize that not all vehicles can be filled to capacity and that available seating **may be** available for temporary seats. Temporary seats are temporary and could be withdrawn at any time. A temporary seat is NOT included in route planning and should not generate a cost to the operation.

Sufficient seating means that the addition of the temporary rider will not overload the vehicle.

Parent/Guardian Responsibility

The parent/guardian must complete a Temporary Seat Application Form and submit it to the RCJTC.

School Responsibilities

1. Directs parents to website to complete Temporary Seat Application Form or provides a copy of the form to the parent.
2. Forwards a copy of the form to RCJTC or directs parent to send directly to RCJTC.

RCJTC Responsibilities

1. Receives and evaluates the request based on established criteria.
2. Informs the school and parent/guardian in writing of its decision and outlines the reasons.
3. Keeps an up-to-date list of students who have been granted a temporary seat.
4. Allocates seats on a timely basis upon the following criteria:
 - student's age
 - siblings on bus
 - travel distance
 - equity between school boards
5. At any time through the course of the school year, a list of students could be prepared for removal from the vehicle by RCJTC for the following, but not limited to, reasons:
 - seating capacity limit is breached;
 - student has new Grade walk zone and upon reapplication, seating limit is breached;
 - behaviour issues compel the school or transportation operator to advise RCJTC;
 - temporary seat is not used consistently (daily) and there are outstanding applications;

...Providing safe, efficient, effective transportation to our students

- restructuring of routes for a school and route adjustments provide fewer seats available for temporary riders.

A list will be provided to the school and RCJTC to notify the affected families of their removal, the date and the reason for the removal.

Related RCJTC Policy

P.01 *Transportation Policy*

Related RCJTC Forms

F.01.08.1 *Temporary Seat Application Form*

F.01.08.2 *Letter of Authorization/Denial for Temporary Seat*

...Providing safe, efficient, effective transportation to our students

TEMPORARY SEAT APPLICATION FORM

Date: _____ School: _____

Student's Name: _____ Grade: _____

OEN: _____

Reason for Request: (Please specify) _____

Upon the written request of the parent/guardian, a temporary seat may be granted if all of the following conditions are met:

1. a seat is available on the vehicle;
2. the stop already exists;
3. the parent or guardian is responsible for accompanying the student to the stop;
4. the route and the length of the trip are not affected;
5. the need has been identified for the entire school year; and
6. the need is based on five (5) days per week, Monday to Friday consistent schedule.

IMPORTANT ACKNOWLEDGEMENT:

1. During the school year, a special temporary seat may be revoked at any time.
2. No temporary seat request will be considered in September. This month is set aside for implementing and coordinating transportation services for eligible students.
3. Requests for changes made on an ad hoc basis or for a limited time, such as but not limited to, switching vehicles to visit friends or go to a babysitter's house when parents are travelling or on holidays, shall not be considered as temporary seat requests and shall not be approved.

I acknowledge the above terms and conditions.

Please forward form to RCJTC, Email: trans@onthebus.ca or to Home School for transmission to RCJTC

Parent/Guardian Signature: _____

NOTE: Subject to RCJTC Approval

RCJTC will verify space available on the vehicle.
 Approval is contingent upon student(s) using closest established in boundary designated stop.
This application is for this school year only. Temporary seats may be revoked at any time.

*The personal information you have provided on this form and any other correspondence relating to transportation is collected by the Renfrew County Joint Transportation Consortium (RCJTC) under the authority of the Education Act (R.S.O. 1990 c.E.2) ss. 58.5, 265 and 266 as amended. The information will be used to arrange appropriate transportation, and to give information to employees and transportation providers to carry out their job duties. In addition, the information may be used to deal with matters of health and safety or discipline and is required to be disclosed in compelling circumstances or for law enforcement matters or in accordance with any other Act. The information will be used in accordance with the Education Act, the regulations, and guidelines issued by the Minister of Education governing the establishment, maintenance, use, retention, transfer and disposal of pupil records. For questions about this collection, speak to the **General Manager of the RCJTC, 999 Cecelia St., Pembroke, 613-732-8419.***

...Providing safe, efficient, effective transportation to our students

LETTER OF AUTHORIZATION/DENIAL FOR TEMPORARY SEAT

Dear _____

Re: Form For: Student(s): _____

School: _____

Please be advised that the temporary seat application for the student(s) named above has been:

Approved: Route # _____

Denied due to: Insufficient seating

Other: _____

For approved applicants:

Following your request for transportation, the Consortium will provide your child with transportation service, under conditions as outlined in the restrictions and limitations. Key limitations include:

1. There must be sufficient seating* available on the vehicle.
2. Your child must use an existing eligible stop(s).
3. The seat may be withdrawn for eligible students or as outlined in the Administrative Procedures (AP.01.08).
4. Privilege may be withdrawn if misused, i.e. behaviour issues, used inconsistently, etc.
5. Annual renewal is not automatic; re-apply annually for all students. Students that graduate to a Grade with an increased walk out distance, reapplication will be mandatory.

Again, it must be understood that if all places on the vehicle are required to be taken by eligible students on the vehicle, your child would lose his/her place on the vehicle and you would be responsible for providing that your child arrives/departs school by proper means.

Should you require further information, please feel free to contact the Principal of your school.

Sincerely,

RCJTC Supervisor

***Sufficient seating means that the addition of the temporary seat rider will not overload the vehicle.**

...Providing safe, efficient, effective transportation to our students